

What is needed when plans are submitted?

Taps & Meters (Wastewater)

It is advised that you visit the Wastewater Section on the 1st floor to ensure there is available water and wastewater for your project and to set up accounts.

Planning & Development Services

- 2 copies of a certified survey
- 2 copies of a site plan
- 2 copies of recorded subdivision plat if not previously provided.

For minimum development site plan requirements visit the Department of Planning & Development on the 1st floor of 3300 Main Street.

Floodplain Management

2 sets of plans with elevation certificates signed and sealed by a Texas registered professional surveyor or engineer.

Requirements for development within the Floodplain are available in the Floodplain Management Section located on the 1st floor of 3300 Main Street.

Traffic

2 sets of site plans are required for review and approval. Show the existing street improvements such as trees, poles, sidewalks, driveways, curbs and gutters, ditches, culvert sizes and lengths and inlets. Show proposed driveways and improvements with all dimensions.

For sidewalk and driveway drawings visit

<http://www.publicworks.cityofhouston.gov/>

click- Quick links: Eng/Const. Documents

click - Drawings

click - Standard Details

click - Street Paving Details

click - Drawings: 02754-01 (curbed type street)

02754-02 (open ditch)

Helpful Numbers

Building Inspection

General Information 713-535-7630
Administration 713-535-7510

Plan Review & Permits

Commercial Plan Review 713-535-7500
Residential Plan Submittal 713-535-7766
One Stop 713-535-7550
Permits 713-535-7897
Utility Releases 713-535-7748
Lake Houston Records 713-535-7897

Inspections

Electrical 713-535-7600
Mechanical 713-535-7755
Elevators 713-535-7756
Plumbing 713-535-7700
Structural 713-535-7800
Manufactured Homes 713-535-7648
Occupancy/Life Safety 713-535-7730

Other Permits & Related Groups

Taps & Meters (Wastewater) 713-535-7675
Fire Marshal 713-535-7962
Flood Plain Management 713-535-7714
Development Services (Planning) 713-535-7947
Traffic/Engineering 713-535-7579
Sign Administration 713-218-5801

Kingwood Office
3915 Rustic Woods 281-361-9580
Dacoma Office 281-686-6224

Other City Listings 311

<http://www.houstontx.gov/>



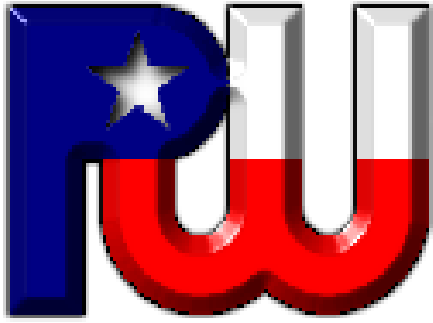
New Residence Master Home Program



Repeat Model A



Repeat Model B



New Residence Master Plan Program

The Residence Master Plan Program is designed so that builders and developers who build ten (10) or more units of the same repeat home over a year can save both time and money. The advantage of this program is that fewer plans need to be submitted for Plan Review. For subsequent identical units built, plan reviews are performed in an expedited manner and permit fees are known in advance.

NOTE: Before submitting your building plans for review to the Code Enforcement Division, it is strongly advised that you visit the Site Development Review Section on the 1st floor of 3300 Main Street for a site development review.

Following this procedure could possibly save you considerable time and money.

How does this program work?

Before proceeding with any work, make sure your project complies with your subdivision's deed restrictions. Contact the civic club or homeowners association for a certified copy of the deed restrictions.

To begin the process for obtaining a **Repeat Home Permit**, visit our offices at 3300 Main Street, 1st floor. Follow these simple steps to obtain a building permit:

I. Residence Master Plan

Submit 2 complete sets of plans and energy code forms for the master plan to the One Stop Office. If a software program is used to verify compliance, provide a copy of the report with each energy code form. Plans must be to scale, non-erasable and neat. They need not be professionally drafted, with the exception that an engineer's seal is required for the following: foundations, prefab trusses, metal structures, CMU structures and engineered lumber or beams. *An additional set of plans may be submitted for approval stamps.*

Once approved the plan will be given a Residence Master Plan Project Number and scanned for city records. After final approval of the plans, all of the appropriate information will be entered into the database under the Residence Master Plan Project Number.

NOTE: If the plan is not approved, it will be returned with a detailed list of corrections to be made. Redlines are not accepted. Incorporate changes into the design and reprint the corrected pages. The approved Residence Master Plan must be kept on the jobsite for inspections.

II. Repeat Home Permit Application

Complete the Building Permit Application. At the time the builder proposes to build this unit, the Residence Master Plan Project Number must be entered in the Remarks Section of the Residential Building Permit Application. Applications may be picked up at the customer assistance desk in the lobby.

III. Repeat Home Plan Review

For individual Repeat Home Permits submit two (2) copies of the site plan and two (2) landscape forms to the One Stop Office. One set of plans will be stamped for the field. The site plan will be checked for City Planning approvals and Traffic / Transportation requirements. Taps and Meters (Wastewater) requirements must also be approved.

IV. Expanding Originally Approved Work To Additional Subdivisions.

Permits issued under the Master Plan Program are site specific. When a builder wants to expand construction to a new area or subdivision that was not part of the approved Master Plan; the following steps must be completed:

1. Bring in the approved set of master plans and the master number that it was approved under to the Residential Supervisor with an attached letter from the Engineer of record stating that this house/foundation is also approved for the new subdivision. The letter must have the approved project number referenced and the new subdivision mentioned in name.
2. The residential analyst that stamped the original set or an analyst designated by the supervisor will stamp another set for the builder if desired as long as it is the same as the red stamped plan presented by the builder. He/she will attach the Engineered letter to the drawing and film a copy of the letter under the same master project number.
3. The residential analyst that stamped the original set will document the new information in the city database verifying that this plan is also engineered for the new subdivision.

OFFICE HOURS

One Stop office hours are from 8:00 a.m. to 3:45, Monday – Friday.

Permits may be purchased between the hours of 8:00 a.m. to 4:30 p.m.

If you need to speak with an inspector, call (713) 535-7800 between the hours of 7:15 a.m. to 8:15 a.m. The Structural Inspections office is available from 7:15 a.m. to 4:00 p.m.

To schedule an inspection, call the automated line (713) 525-7000 between the hours of 7:00 a.m. to 7:00 p.m. Or you can schedule online at www.houstonpermits.com.